

# Retention and Classification Report

**Agency:** Hatch (Utah) (475)

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**Records Officer** Kerri Justus

24363	Annual financial statements and audits
24360	Council minutes
24364	Hatch town newsletter
24361	Ordinances

**AGENCY:** Hatch (Utah)

**SERIES:** 24363

3

**TITLE:** Annual financial statements and audits

**DATES:** 1974;1978-1980;1983-1985;1991-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

**AUTHORIZED:** 09/03/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Hatch (Utah)

**SERIES:** 24363

**TITLE:** Annual financial statements and audits

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Fiscal Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Hatch (Utah)

**SERIES:** 24360

3

**TITLE:** Council minutes

**DATES:** 1934-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-203 (2) (2009).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 09/04/2002

**FORMAT MANAGEMENT:**

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**AGENCY:** Hatch (Utah)

**SERIES:** 24360

**TITLE:** Council minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

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**APPRAISAL:**

Historical

Disposition is based on the historic and legal value of these records in detailing the growth and development of Hatch.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Hatch (Utah)

**SERIES:** 24364

3

**TITLE:** Hatch town newsletter

**DATES:** 1997-

**ARRANGEMENT:** Chronological by year, thereunder by month.

**DESCRIPTION:**

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 4.

**AUTHORIZED:** 09/03/2002

**FORMAT MANAGEMENT:**

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**AGENCY:** Hatch (Utah)

**SERIES:** 24364

**TITLE:** Hatch town newsletter

(continued)

**APPRAISAL:**

Historical

Disposition is based on the historic value of these records in documenting civic life in Hatch.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Hatch (Utah)

**SERIES:** 24361

3

**TITLE:** Ordinances

**DATES:** 1965-

**ARRANGEMENT:** Alphabetical by ordinance subject.

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1977). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 08/30/2002

**FORMAT MANAGEMENT:**

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**AGENCY:** Hatch (Utah)

**SERIES:** 24361

**TITLE:** Ordinances

(continued)

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**APPRAISAL:**

Administrative Historical Legal

Disposition is based on the historic and legal importance of these records in documenting the growth and development of Hatch.

**PRIMARY CLASSIFICATION:**

Public